

City of Columbus - Redevelopment

Suggested Timeline for 310 4th Street Tenant Space

Updated: 1.26.15

Status:

Completed

Continued Work

Tentative

Action	Description	Support	Measure	Jan-15				Feb-15				Mar-15					Apr-15				May-15				Jun-15					Jul-15			
				5	12	19	26	2	9	16	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27
Prepare RFP	Facilitating review and approval from the Mayor and the Columbus Redevelopment Commission prior to releasing the RFP and marketing material.	Heather	CRC 1.26.15																														
Obtain Appraisals	Obtain Market Rent estimates from two appraisal companies.	Heather	Provide necessary documentation																														
Release RFP	After facilitating review and approval from the Mayor and the Columbus Redevelopment Commission, obtaining 2 market rent appraisals the RFP and marketing material released.	Heather																															
Marketing Efforts	Place RFP & Marketing Material on web, contact intersted parties, field calls, provide tours of the facility, etc. Create Tenant Review Committee (members of CRC).	Heather, Stan & REI	Multiple calls, tours, e-mails, etc.																														
Responses Due	Responses due to the Redevelopment Office by April 17, 2015 @ 5:00 p.m., CRC opens the bids at their April 20th meeting. CRC takes proposals under advisement.	Tenant Review Committee	April 17 - Due April 20 - Open																														
Review Proposals	Tenant Review Committee reviews all proposals, interviews selected finalist, contacts references, selects tenant for recommendation to CRC.	Tenant Review Committee	Multiple Mtgs. & Interviews, etc.																														
Present Selected Tenant to CRC	Tenant Review Committee presents proposal to the CRC and request to enter into contract negotiations with selected tenant.	Stan, Heather & Tenant Review Committee	May 18, 2015 6:00 p.m.																														
Negotiate Contract with Tenant	Stan negotiates contract with selected tenant.	Stan & Heather	Multiple Mtgs., phone calls																														
Present Tenant Contract to CRC	Stan presents contract to CRC for review and approval.	Stan & Heather	June 15, 2015 6:00 p.m.																														
Transmit Executed Contract to Tenant	Stan presents completely executed contract to Tenant.	Stan																															

Public Meeting

Tenant Selection Subcommittee:

Redevelopment Commission:

Director of Redevelopment:

Redevelopment Legal Counsel:

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Heather Pope

Stan Gamso